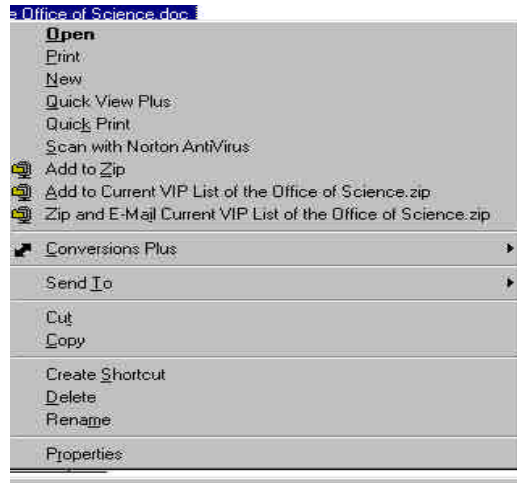


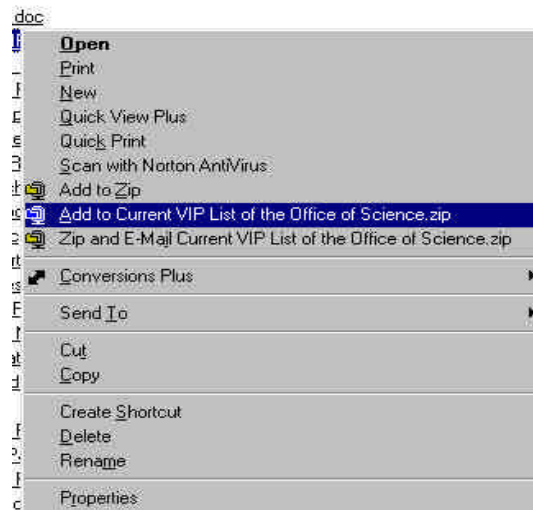
Zippping Files

Instructions for Zipping a File

1. Right Click on the file you wish to attach to an e-mail message. This will bring up a command window with the Zip options.



2. Move your cursor to the **Add to (name of file you selected) .Zip** and press the left mouse button.



3. A zip file will be created and placed in the same folder as the original file (wherever it is located). At this point you have both the original file and the zipped file. You can attach the zipped file to your e-mail and retain or delete it as you wish.